OVERVIEW

This document provides an overview of how partner organisations using their own trucks can join WFP convoy movements via the Afar corridor, from Semera to Mekelle, and outlines under which conditions partner organisations can join these convoy movements coordinated by the Logistics Cluster.

Kindly note this is a live document which will be updated regularly to include any new relevant information. Partners are advised to refer to this document regularly.

PROCESS FOR PARTNER TRUCKS JOINING CONVOY MOVEMENTS, SEMERA – MEKELLE CORRIDOR

STEP 1. Any eligible organisation wishing to move cargo using their own trucks on the Afar corridor with the WFP Semera – Mekelle convoys should inform the Logistics Cluster with the below information:

<table>
<thead>
<tr>
<th>DESCRIPTION OF HUMANITARIAN CARGO</th>
<th>DATE OF DEPARTURE</th>
<th>DEPARTURE LOCATION</th>
<th>ARRIVAL DATE</th>
<th>ARRIVAL LOCATION</th>
<th>PREFERRED ROUTE</th>
<th>ALTERNATE ROUTE</th>
<th>NUMBER</th>
<th>AGENCY</th>
<th>DRIVER NAME / ALTERNATE</th>
<th>PHONE NUMBER(S)</th>
<th>VEHICLE NUMBER / TRAILER NUMBER</th>
<th>CARGO TYPE</th>
<th>WEIGHT OF CARGO</th>
<th>CONTAINERIZED TRUCK (Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Please specify the preferred date</td>
<td>Semera</td>
<td></td>
<td>Mekele, Tigray Region</td>
<td></td>
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</tbody>
</table>

This information should be sent to ETHIOPIA.HUMANITARIANCONVOYS@WFP.ORG, keeping in copy ceren.aricioglu@wfp.org, dennis.barongo@wfp.org, fozia.mohammed@wfp.org, mebrat.wondimu@wfp.org, and christian.kachibi@wfp.org and will enable the Logistics Cluster to seek for EDRMC clearance for the listed partner trucks.

Partners are also requested to inform the Logistics Cluster about the loading plan of the submitted trucks for clearance: either the truck is expected to be loaded, the loading is in progress, or the loading is completed.

NOTE: Partner organisations are expected to report containerized trucks for due arrangements at checkpoints, and in light of challenges that may be encountered by the controls. Delays are foreseen should the scanners be out of service.

STEP 2. Once confirmation is received by the Logistics Cluster that the trucks have a loading plan (either intended loading, loading in progress or loading completed), the Logistics Cluster team in Semera consolidates the truck information for

https://logcluster.org/ops/eth20a
EDRMC clearance. The list is then sent to the Logistics Team in Addis Ababa for finalisation and reviewing, and shared with EDRMC, three times a week: on Tuesdays, Thursdays, and Saturdays at 17:00 EAT.

**NOTE:** Submissions for EDRMC clearance requests are sent by the Logistics Cluster on Tuesdays, Thursdays and Saturdays at 17:00 EAT. Notification from organisations for inclusion in the EDRMC clearance request should reach ethiopia.humanitarianconvoys@wfp.org before 16:00 EAT on Tuesdays, Thursdays and Saturdays to be included in the next submission for EDRMC clearance request. If the information is received after 16:00 EAT on the day of submission to EDRMC clearance, the trucks will be included in the following submission for EDRMC clearance, two days later. Similarly, clearance requests received on Mondays will be submitted to EDRMC clearance on Tuesdays, requests received on Tuesdays will be submitted on Thursdays and requests received on Sundays will be submitted on Tuesdays.

**NOTE:** EDRMC clearances are expected to be received on Mondays, Wednesdays, and Fridays by COB.

**STEP 3.** The partner organisation is responsible for providing the Logistics Cluster with two notifications via ethiopia.humanitarianconvoys@wfp.org, keeping in copy ceren.aricioglu@wfp.org, dennis.barongo@wfp.org, fozia.mohammed@wfp.org, mebrat.wondimu@wfp.org, christian.kachibi@wfp.org:

- Notification on the progress of the loading plan for the listed trucks (either the loading is planned, the loading is in progress, or the loading is completed).
- Notification when the listed trucks have arrived in Semera.
  The loading plan of the listed trucks must be shared by the partner organisation for the partner to be included in the EDRMC clearance.

**NOTE:** Partner organisations are encouraged to provide updates on the arrival of their trucks in Semera on a daily basis by 16:00 EAT to be included on the upcoming convoy manifest.

**STEP 4.** Once the clearances are received from EDRMC, the Logistics Cluster team in Semera consolidates the cleared and arrived trucks into the convoy manifest by 17:00 EAT the day before the convoy is expected to depart Semera. For the trucks to be included on the manifest, the trucks need to check three criteria, by 16:00 EAT the day prior to convoy movement:

- The truck is loaded
- The truck is on ground in Semera
- The truck has received EDRMC clearance

**NOTE:** At 17:00 EAT on the day prior to the convoy movement, the manifest is closed in order to enable the relevant authorities to initiate the clearance processes on their side. Once the manifest is closed, it cannot be amended.

**STEP 5.** Once the manifest is closed and shared with authorities, the Logistics Cluster informs the partner organisation focal person to prepare trucks and drivers for joining the convoy movement the next day. One day prior to the expected departure, the convoy awaits the final greenlight from regional authorities. Once received, the Logistics Cluster informs the partner organisation to line up the manifested trucks for a call of convoy coordinators to move to Serdo checkpoint for inspection.
Standard Operating Procedures (SOP), Partner trucks joining Humanitarian convoys, Semera-Mekelle, 9 June 2022
Ethiopia

NOTE: Movement to Serdo checkpoint is done strictly on the call of convoy coordinators/leaders.
NOTE: Containerized trucks undergo a special checking process, which may cause delays and challenges.

STEP 6. The Logistics Cluster team notifies the partner agencies about the progress of the convoy, in order to ensure preparedness of the organisation’s team in Mekelle for reception.

STEP 7. Reception of partner trucks by the partner organisation in Mekelle.

STEP 8. Partners are expected to inform the Logistics Cluster on a daily basis regarding their trucks exiting Tigray by writing to sarah.alameri@wfp.org keeping in copy ethiopia.humanitarianconvoys@wfp.org. This information is then compiled by the Logistics Cluster and shared with EDRMC, as requested.

The above process is summarized in the flowchart in Annex 1.

LIMITATIONS AND CONDITIONS OF SERVICES

- Only UN Agencies, International Humanitarian Organisations, and International or National Non-Governmental Organisations (NGOs) operating in the Ethiopia are eligible to use these services.
- When providing services under this SOP, the Logistics Cluster acts as agent for the service users/ requesting organisations and WFP as service provider of last resort. WFP assumes no responsibility for storage or transportation and/ or any loss or damage to the goods carried. The service users are responsible for making adequate arrangements for the insurance of their goods.
- The point of contact for convoy movements for partners using their own trucks in Ethiopia through the Logistics Cluster inquiries related to is: ethiopia.humanitarianconvoys@wfp.org

Kindly note the below recommendations are based on available information and experience of the past convoy movements. The Logistics Cluster is only facilitating the information not creating the rules

- Partners joining the humanitarian convoys with their own trucks are strongly recommended to adhere with the following indications in order to avoid incident and delays at the checkpoints:
  - Make sure no undeclared cargo is included in the trucks.
  - Ensure that no additional fuel is included in the trucks. Trucks should only enough fuel required for a return trip. All fuel on board of trucks should be connected to the main tanker. Carrying additional fuel would be considered as an undeclared good which could lead the truck to be stranded at checkpoints, and the fuel is likely to be confiscated by the authorities.
  - Specify the type of cargo accordingly in advance (e.g. tarpaulins, jerrycans, etc). Please note that communication and IT devices are not allowed in the convoys.
  - Drivers of the trucks are recommended not to travel with cameras, laptops or any other electronic devices.

https://logcluster.org/ops/eth20a
There is currently an informal limit of cash per person. However, the amount is unclear, so we strongly recommend reducing it to the minimum.

Drivers are recommended to abide by general security rules and follow the instructions of Convoy Leaders.

Abide by the search on checkpoints and keep a positive attitude when communicating with checkpoint commanders.

Drivers must carry their ID.
## Standard Operating Procedures (SOP), Partner trucks joining Humanitarian convoys, Semera-Mekelle, 9 June 2022

**Ethiopia**

<table>
<thead>
<tr>
<th>Step</th>
<th>Logistics Cluster Actions</th>
<th>Partner Organisation Actions</th>
<th>EDRMC Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STEP 1:</strong></td>
<td>The partner organisation submits the list of trucks to be included in the upcoming submission for EDRMC clearance, informing the Logistics Cluster of the trucks’ loading plan (either the loading is in planned, it is in progress, or it is completed).</td>
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<tr>
<td><strong>STEP 2:</strong></td>
<td>The Logistics Cluster submits the consolidated list of trucks to EDRMC, with all trucks that have a loading plan. The Logistics Cluster submits EDRMC clearance requests on Tuesdays, Thursdays, and Saturdays at 17:00 EAT. Notifications received on Mondays, Wednesdays, Sundays and past 16:00 EAT on the days of clearance submission will be consolidated and included on the next upcoming EDRMC clearance.</td>
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<tr>
<td><strong>STEP 3:</strong></td>
<td>EDRMC clearances are expected to be received on Mondays, Wednesdays, and Fridays by COB.</td>
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<tr>
<td><strong>STEP 4:</strong></td>
<td>The Logistics Cluster consolidates the list of cleared trucks in a manifest for the upcoming convoy, which is finalized by 17:00 EAT prior to the day of expected convoy movement. For trucks to be included on the upcoming manifest, they need to check three criteria by 16:00 EAT the day prior to the expected convoy movement: 1) the truck is loaded 2) the truck is on ground in Semera 3) the truck has received EDRMC clearance. Once the manifest is closed, it cannot be amended.</td>
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<td><strong>STEP 5:</strong></td>
<td>The Logistics Cluster informs the partner organisation of the expected convoy movement one day prior the convoy movement, to prepare trucks and drivers for convoy movement. The Logistics Cluster also informs the partner organisation when the regional authorities have provided their final greenlight.</td>
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<tr>
<td><strong>STEP 6:</strong></td>
<td>The Logistics Cluster provides updates on the convoy’s progress to ensure preparedness of the partner organisation’s reception in Mekelle.</td>
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<td><strong>STEP 7:</strong></td>
<td>Reception of trucks by the partner organisation in Mekelle.</td>
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<td><strong>STEP 8:</strong></td>
<td>Partners to notify the Logistics Cluster daily regarding their trucks exiting Tigray by writing to <a href="mailto:sarah.alameri@wfp.org">sarah.alameri@wfp.org</a> and keeping in copy <a href="mailto:ethiopia.humanitarianconvoys@wfp.org">ethiopia.humanitarianconvoys@wfp.org</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Steps the Logistics Cluster will take*  
*Steps partner organisation will take*  
*Steps taken by EDRMC*

[https://logcluster.org/ops/eth20a](https://logcluster.org/ops/eth20a)